

City of Tempe Community Services
Part-Time Temporary Employment Opportunity



NORTH TEMPE MULTI-GENERATIONAL CENTER
PROGRAM LEADER

Opening Date: October 18, 2007

Closing Date: Applications will be accepted until the needs of the City are met.

Hourly Wage: \$8.25 hour

Hours: Various shifts. Monday through Friday from 11:00 a.m. - 8 p.m., Saturdays from 10:00 a.m. - 5 p.m. and Sundays from 1:00 - 6 p.m. Schedule will vary From 10-20 hours per week.

**Minimum
Qualifications:**

- Provide customer service
- Computer knowledge – Internet, Word
- Communicate clearly and concisely, both orally and in writing
- Able to follow established policies and procedures
- Able to understand and carry out oral and written directions
- Able to establish and maintain cooperative working relationships with public and staff
- Current First Aid/CPR certification is desirable

**Essential
Job Functions:**

- Supervise youth and adults while in the Library Resource Center
- Serve the public by providing information concerning Library Resource Center programs and policies
- Open/Close Library Resource Center
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Assist with facility projects
- Attend monthly staff meetings

Download application at http://www.tempe.gov/northtempe/Parttime_Application.pdf

Or

Pick up applications at
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85281
480-858-6500